

## ■ Operating Budget

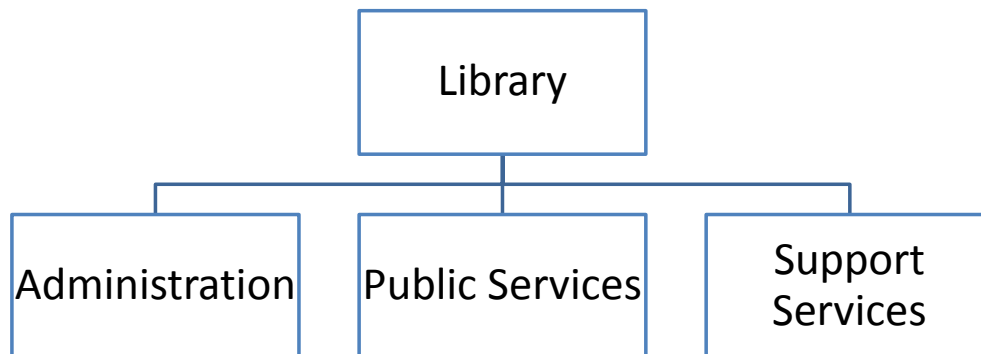
### Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Personnel Services	0	14,214,713	12,329,982	14,572,324
Materials and Supplies	109	5,142,909	5,114,723	5,210,634
Service Charges	0	12,500	8,642	12,500
Transfers Out	0	0	700,000	800,000
Total Expenditures	109	19,370,122	18,153,347	20,595,458
Program Revenues	(244,744)	(1,851,000)	(1,805,472)	(1,826,000)
Net Expenditures	(244,634)	17,519,122	16,347,875	18,769,458
Authorized Complement				280

## Mission

We satisfy the customer's need to know.

## Structure



## Services

The library system provides general administrative support for all library agencies including regional branch management, adult services coordination and youth services coordination. Services include computer training and services, story time programs, summer reading programs and meeting places for the citizens of Memphis and Shelby County.

## ■ Charges for services

### Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Library Fines & Fees	0	(425,000)	(413,824)	(400,000)
Local Shared Revenue	0	(375,000)	(375,000)	(375,000)
City of Bartlett	(244,744)	(1,034,000)	(984,659)	(1,034,000)
Grant Revenue - Library	0	(17,000)	(31,989)	(17,000)
Total Charges for Services	(244,744)	(1,851,000)	(1,805,472)	(1,826,000)

The Division of Library Services provides general administrative support for all Library agencies including regional branch management, adult, teen and children's services coordination. Services include computer training and services, story time programs, summer reading and STEAM programs and meeting places for residents of Memphis and Shelby County.

**DESCRIPTION**

*The library system provides general administrative support for all library agencies including regional branch management, adult services coordination and youth services coordination. Services include computer training and services, story time programs, summer reading programs and meeting places for the citizens of Memphis and Shelby County.*

**Operating Budget**

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## Library Services Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
<b><u>Personnel Services</u></b>				
Full-Time Salaries	0	9,836,483	7,450,050	9,983,073
Holiday Salary Full Time	0	0	411,470	0
Vacation Leave	0	0	580,017	0
Bonus Leave	0	0	66,937	0
Sick Leave	0	0	276,815	0
Overtime	0	0	264	0
Out of Rank Pay	0	0	1,835	0
Retirement Benefits	0	150,000	231,352	150,000
Pension	0	518,642	353,021	0
Social Security	0	0	21,398	0
Pension ARC Funding	0	2,251,619	1,551,619	2,363,014
Group Life Insurance	0	16,206	13,146	23,263
Unemployment	0	20,080	20,080	20,960
Medicare	0	131,322	120,400	135,129
Long Term Disability	0	25,932	22,151	28,001
Health Insurance - Basic	0	132,601	61,295	0
Health Insurance - Value PPO	0	0	15,272	87,645
Health Insurance - Premier	0	1,206,828	1,039,466	940,702
Other Post Employment Benefits	0	70,634	0	0
Health Insurance - Local Plus	0	0	222,079	398,980
Salaries - Part Time/Temporary	0	400,000	520,000	875,000
On the Job Injury	0	0	17,931	15,000
Payroll Reserve	0	0	(178,067)	0
Attrition	0	(475,000)	(500,000)	(500,000)
Benefits Adjustments	0	(70,634)	0	0
<b>Total Personnel Services</b>	<b>0</b>	<b>14,214,713</b>	<b>12,318,531</b>	<b>14,520,767</b>
<b><u>Materials and Supplies</u></b>				
City Shop Charges	0	28,276	28,960	29,540
City Shop Fuel	0	22,117	14,471	18,088
City Computer Svc Equipment	0	4,900	2,717	4,900
City Telephone/Communications	0	15,000	14,058	15,000
Printing - Outside	0	2,270	0	2,270
Supplies - Outside	0	164,346	105,049	164,346
Household Supplies	0	49,000	33,304	49,000
Outside Postage	0	15,000	20,000	15,000
Materials and Supplies	0	0	3,154	50,000
Library Books	0	1,289,290	1,290,501	1,290,501
Outside Equipment Repair/ Maintenance	0	47,828	65,157	47,828

## Library Services Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Facilities Structure Repair -				
Outside	0	242,043	259,333	242,043
Janitorial Services	0	700,010	730,017	700,010
Security	0	902,371	705,376	900,000
Seminars/Training/Education	0	2,500	0	2,500
Misc Professional Services	0	95,263	95,263	95,263
Travel Expense	0	2,500	5,000	5,000
Mileage	0	12,000	4,854	12,000
Utilities	0	1,305,792	1,305,792	1,305,792
Tower Lease Expense - Library	109	46,208	46,208	46,208
WYPL Arkansas Tower Expense -				
Library	0	30,000	30,000	30,000
Insurance	0	139,195	137,510	158,345
Dues/Memberships/Periodicals	0	14,500	18,000	14,500
Misc Services and Charges	0	12,500	200,000	12,500
<b>Total Materials and Supplies</b>	109	5,142,909	5,114,723	5,210,634
<b><u>Service Charges</u></b>				
<b>Total Service Charges</b>	0	12,500	8,642	12,500
<b><u>Transfers Out</u></b>				
<b>Total Transfers Out</b>	0	0	700,000	800,000
<b>TOTAL EXPENDITURES</b>	109	19,370,122	18,141,896	20,543,901
<b><u>Fines and Forfeitures</u></b>				
Library Fines & Fees	0	(425,000)	(413,824)	(400,000)
<b>Total Fines and Forfeitures</b>	0	(425,000)	(413,824)	(400,000)
<b><u>Other Revenues</u></b>				
Local Shared Revenue	0	(375,000)	(375,000)	(375,000)
City of Bartlett	(244,744)	(1,034,000)	(984,659)	(1,034,000)
Grant Revenue - Library	0	(17,000)	(31,989)	(17,000)
<b>Total Other Revenues</b>	(244,744)	(1,426,000)	(1,391,648)	(1,426,000)
<b>TOTAL PROGRAM REVENUES</b>	(244,744)	(1,851,000)	(1,805,472)	(1,826,000)
<b>NET EXPENDITURES</b>	(244,634)	17,519,122	16,336,424	18,717,901

# LIBRARY SERVICES

# AUTHORIZED COMPLEMENT

Position Title	Authorized Positions	Position Title	Authorized Positions
<u>Library Services</u>		MGR BARTLETT BRANCH SR	1
ADMR LIBRARY SUPPORT SVCS	1	MGR BROADCAST	1
ANALYST HR	1	MGR CATALOGUING	1
ARTIST LIBRARY GRAPHICS	1	MGR CIRC SVCS	1
ASST CIRCULATION	46	MGR COLLECTION DEV	1
ASST EVENT SCHEDULING	1	MGR DIGITAL PROJECTS	1
ASST EXECUTIVE	1	MGR FACILITIES	1
ASST LIBRARY CATALOGUING	2	MGR FINANCE LIBRARY	1
ASST LIBRARY CUSTOMER SVC	55	MGR IT SUPPORT	2
ASST LIBRARY IR	4	MGR LIBRARY AGENCY I	5
CLERK ACCOUNTING A LIBRARY	1	MGR LIBRARY AGENCY II	3
CLERK ACQUISITION SR	3	MGR LIBRARY AGENCY III	5
CLERK DELIVERY & DIST	14	MGR LIBRARY AGENCY IV	6
CLERK ITEM CONTROL SR	4	MGR LIBRARY MATERIAL SVC	1
CLERK LIBRARY DELIVERY	5	MGR LINC 211 DEPARTMENT	1
CLERK LIBRARY DEPT	3	MGR PUBLIC SVCS CENTRAL	1
CLERK SERIALS SR	1	MGR REGIONAL LIBRARY	2
CLERK SORTING ROOM	1	MGR STAFF DEVELOPMENT	1
CLERK STANDING ORDER	1	MGR TEEN LAB DEPARTMENT	1
COORD BROADCAST ENG	1	MGR VIRTUAL DIGITAL BRANCH	1
COORD BROADCAST PROGRAM	1	PROCESSOR LIBRARY MATERIAL	4
COORD EDUCATIONAL LIAISON	1	PRODUCER EDITING GRAPHICS	2
COORD HR LIBRARY	1	SPEC CATALOGING	1
COORD INTEGRATED LIBRARY SYS	1	SPEC CUST SVC ADMIN	1
COORD LIBRARY ADULT SVCS	1	SUPER CIRC ILL II	2
COORD LIBRARY TEEN SVC	1	SUPER CIRCULATION	12
COORD LIBRARY WEBSITE	1	SUPER PAGE OPERATIONS	2
COORD LIBRARY YOUTH SVCS	1	SUPER PUBLIC RELATIONS	1
COORD VOLUNTEER	1	SUPER PUBLIC SVCS	6
DIRECTOR COMM OUTREACH-SPEC		TECH BROADCAST PRODUCTION	2
PROJ ASST	1	TECH COPIER	1
DIRECTOR LIBRARY	1	TECH LIBRARY BUILDING MNT	3
DIRECTOR LIBRARY DEPUTY	1		
DIRECTOR STRATEGIC PARTNER-SHIPS ASST	1	<b>Total Library Services</b>	<b>280</b>
HELPER BUILDING MNT	1		
KEEPER LIBRARY STOREROOM	1	<b><u>TOTAL LIBRARY SERVICES</u></b>	<b><u>280</u></b>
LIBRARIAN	30		
LIBRARIAN COLLECTION DEV	2		
LIBRARIAN CUSTOMER SVC	12		
MGR ACQUISITIONS	1		

